

# SERVICE OF COURT PAPERS

# 2

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**YOU KNOW WHERE THE OTHER PARTY LIVES  
IN THE STATE OF ARIZONA**



## SELF SERVICE CENTER

### SERVICE OF COURT PAPERS

#### YOU KNOW WHERE THE OTHER PARTY LIVES IN THE STATE OF ARIZONA

##### How to assemble these documents

This packet contains general information and/or court forms and instructions about service of court papers when the other party lives in the state of Arizona, and you know where he/she lives or you can find him/her. Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	GN2at	Table of forms/instructions in this packet	1
2	GN2ak	Checklist on service	1
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4	GN22p	How to serve the other party by <b><i>“Acceptance of Service”</i></b>	3
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## SELF SERVICE CENTER

### SERVICE OF COURT PAPERS YOU KNOW WHERE THE OTHER PARTY LIVES IN THE STATE OF ARIZONA

#### CHECKLIST

Use the forms and instructions in this packet **ONLY** if the following factors apply to your situation:

- ✓ You have filed a Petition or Complaint, or other court document that is required to be served for some matter in court, and now you want to have the other party served with the court papers, AND
- ✓ One of the following applies:
  - The other party **will** accept service of the court papers, OR
  - The other party **will not** accept the court papers. However, the other party lives in the State of Arizona, AND you know where the other party lives OR you can find out where the other party lives so he or she can be served with the court papers.

**READ ME:** It is very important for you to know that when you sign any court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

## SELF SERVICE CENTER

### HELPFUL INFORMATION ON SERVING THE OTHER PARTY

#### SERVING THE OTHER PARTY:

- After you have filed your court papers with the Clerk of the Court, you must **serve** the papers on the other party.
- **Service** means giving legal notice to the other party that you have filed court papers. You must provide proof of service to the court.
- This packet explains the steps you need to take to serve the other party and what forms you must use.
- By completing the steps for service, you tell the court that the other party has received a copy of the court papers. After the other party is served, the other party will be given a time limit to file a Response or Answer. The Response or Answer is the other party's written statement to your request. The Response or Answer tells you, and the court, what the other party wants.

#### METHODS OF SERVICE:

Read the choices below to make sure that you are using the correct service packet. Each packet contains instructions and the forms you may need. Select the method of service that works best for you.

#### 1. You Know Where the Other Party Lives in the State of Arizona.

- A. Service by Acceptance.** This method requires you to give, or mail, the court papers to the other party and include an **"Acceptance of Service"** form. The other party must sign the **"Acceptance of Service"** form in front of a Notary Public and return it to you. The other party cannot sign the **"Acceptance of Service"** until after you have filed the court papers with the court. The other party's signature on the **"Acceptance of Service"** does **not** mean that he/she she agrees with the court papers. It means that the other party admits receiving the papers, without being served in person by the sheriff or a process server.

Do **not** give the original **"Summons"** to the other party. You must return the original **"Summons"** to the Clerk at the filing counter. Service is complete at the time the other party signs the **"Acceptance of Service."** If you choose this method of service, use the **"Acceptance of Service"** forms.

**WARNING:** Do **not** use this method of service if you are the victim of domestic violence, or believe the other party will hurt you, take your money, or take your children. If you believe the other party will become violent or uncooperative when you ask him/her to accept service, use one of the methods of service described below.

**B. Service by Registered Process Server.** This method requires you to hire, and pay, a registered process server to serve the other party with court papers. A process server is a person who will give the papers to the other party at home, work, or other location. This method of service costs more than service by acceptance and requires the process server to find the other party. If you decide to use this method, look under "**PROCESS SERVER**" in the Yellow Pages to find someone who can serve your papers. Service is complete at the time the process server hands the other party the court papers. If you choose this method of service, use the "**Service by Process Server**" form.

**C. Service by Sheriff.** This method requires you to contact the Sheriff's Office in the county where the other party lives to arrange for a Sheriff's deputy to give the other party the court papers. This method requires you to pay a fee to the Sheriff's Office, unless you receive a fee waiver or deferral. The fee waiver or deferral form that Arizona uses is available at the Self-Service Center and is only for persons who cannot afford the cost of service and meet certain financial requirements. The fee waiver and deferral form requires you to explain to the Sheriff why your situation requires you to use this method of service.

Service is complete at the time the sheriff or deputy hands the other party the court papers. If you choose this method of service, use the "**Service by Sheriff**" form.

**D. Other Methods of Service.** There may be other ways to serve the other party. To learn more about these other ways, you should see a lawyer for help.

**2. You Know Where the Other Party Lives in the United States but he/she does not live in the State of Arizona. (If the other party lives outside of the United States, you should see a lawyer to find out which method of service will work best for you.)**

**A. Service by Acceptance.** This method requires you to give or mail the court papers to the other party and include an "**Acceptance of Service**" form. The other party must sign the "**Acceptance of Service**" form in front of a Notary Public and return it to you. The other party cannot sign the "**Acceptance of Service**" until after you have filed the court papers with the court. The other party's signature on the "**Acceptance of Service**" does **not** mean that he/she agrees with the court papers. It means that the other party admits receiving the papers, without being served in person by the sheriff or a process server.

**Do not give the original "Summons" to the other party.** You must return the original "**Summons**" to the Clerk at the filing counter. Service is complete at the time the other party signs the "**Acceptance of Service**." If you choose this method of service, use the "**Acceptance of Service**" forms. **WARNING: Do not** use this method of service if you are the victim of domestic violence, or believe the other party will hurt you, take your money, or take your children. If you believe the other party will become violent or uncooperative when you ask him/her to accept service, use one of the methods of service described below.

**B. Service by Registered Mail.** Use this method of service **only** if the other party lives outside the State of Arizona and you know the address. This method of service allows you to give notice by a special type of mail. You can send the court papers by giving the post office copies of the court papers in an envelope, postage prepaid, to be sent to the other party by any form of mail

requiring a signed and returned receipt. This is often called Certified Mail, Restricted Delivery by the post office. This means that the other party must sign for the papers.

If the other party signs a receipt (green card) for the papers, the green card will be returned to you in the mail. You must then file an affidavit with the court stating (1) that the person being served is known to be located outside the State of Arizona, (2) that the court papers were sent to the other party, (3) that the papers were received by the other party, as evidenced by the green card, a copy of which you attach to the affidavit; and (4) the date the party received the documents. A copy of the affidavit you will need is provided in the packet.

**C. Service by Registered Process Server.** This method requires you to hire, and pay, a registered process server to serve the other party with court papers. A process server is a person who will give the papers to the other party at home, work, or other location. This method of service costs more than service by acceptance and requires the process server to find the other party. If you decide to use this method, look under "**PROCESS SERVER**" in the Yellow Pages to find someone who can serve your papers. Service is complete at the time the process server hands the other party the court papers. If you choose this method of service, use the "**Service by Process Server**" form.

**D. Service by Sheriff.** This method requires you to contact the Sheriff's Office in the county where the other party lives to arrange for a Sheriff's deputy to give the other party the court papers. This method requires you to pay a fee to the Sheriff's Office, unless you receive a fee waiver or deferral. The fee waiver or deferral form that Arizona uses, is available at the Self-Service Center and is only for persons who cannot afford the cost of service and meet certain financial requirements. The fee waiver and deferral form requires you to explain to the Sheriff why your situation requires you to use this method of service.

Service is complete at the time the sheriff or deputy hands the other party the court papers. If you choose this method of service, use the "**Service by Sheriff**" form.

**E. Other Methods of Service.** There may be other ways to serve the other party. To learn more about these other ways, you should see a lawyer for help.

### 3. You Cannot Find the Other Party.

**A. Service by Publication.** You may use this method only if you do not know where the other party lives, or cannot find the other party. Service by publication is your "last resort." It is used **only** if you do not have a current address for the other party and have tried, unsuccessfully, to find the other party.

Service by Publication can be expensive and may delay your court case.

This method requires that a copy of the "**Summons**" be published in a newspaper in Maricopa County once a week for four weeks in a row if the other party's last known address was in Maricopa County or the other party's last known address was **not** in Arizona. If the other party's last known address was in Arizona, but **not** in Maricopa County, a copy of the summons must be published in a newspaper in Maricopa County, and the county in which the other party's last known address is. To use this method, you must fill out several forms including the "**Affidavit Supporting Publication**" explaining to the court what you have done to try to find the other party. Service is complete thirty (30) days after the date of the first publication.

If you choose this method of service, use the ***“Service by Publication”*** form.

## TIPS FOR FINDING THE OTHER PARTY:

- A. Before the Court will accept **Service by Publication**, you must have made every reasonable effort to find the Respondent and to give actual notice of this case by personal service of the required documents. You will be required to state, under penalty of perjury, the steps you have taken to try to locate the Respondent and if the Court is not satisfied that you have taken all reasonable steps, your case may be delayed until the Court is satisfied all such steps have been taken. Examples of steps you **MUST** take: verify the Respondent is not at any last known address (es), talk to Respondent’s friends, family members, employer, co-workers former co-workers or employer(s), or anyone else you think may have a current address. Search telephone directories, the Internet, voter registration records, obituaries, and even the morgue. You may also have to consider hiring a private detective or a company that charges a fee to do computer searches to help you track down the other party. If you know the other party’s date of birth and/or Social Security Number, this method may work for you.
- B. The Court requires you to file an ***“Affidavit Supporting Publication”*** a statement affirming or swearing under oath that you have done everything possible to try to find the other party.

## WHEN IS A WRITTEN RESPONSE TO THE COURT PAPERS DUE?

- **LOOK AT THE TIMETABLE BELOW.** If the **last day** for the other party to respond falls on a Saturday, Sunday, or legal holiday, you **do not** count that day. The last day you count to determine if you can file the default papers, must be a day when this court is open for business.
- **INCLUDE WEEKENDS AND HOLIDAYS.** In counting the days, include weekends and holidays until you reach the number of days in the Timetable below. If the other party files a written response with the court, you **CANNOT GO BY DEFAULT**.

### DEFAULT TIMETABLE

SERVICE BY	COUNT	EVENT
<b><i>“Acceptance of Service”</i></b> (in Arizona)	24 days	after other party signs <b><i>“Acceptance of Service”</i></b>
Process Server (in Arizona)	24 days	after other party receives papers from process server
Sheriff (in Arizona)	24 days	after other party receives papers from sheriff
<b><i>“Acceptance of Service”</i></b> (out of State)	34 days	after other party signs <b><i>“Acceptance of Service”</i></b>
Registered mail (out of State)	34 days	after other party signs green card
Process Server (out of State)	34 days	after other party receives papers from process server
Sheriff (out of State)	34 days	after other party receives papers from sheriff
Publication	64 days	after the 1st day of publication

## SELF SERVICE CENTER

### HOW TO SERVE THE OTHER PARTY USING “**ACCEPTANCE OF SERVICE**” METHOD AFTER YOU HAVE FILED YOUR COURT PAPERS

#### STEP 1: ASK THE OTHER PARTY TO ACCEPT SERVICE OF THE COURT PAPERS AFTER YOU HAVE FILED THE COURT PAPERS.

- You can ask the other party to accept service by talking to him/her, calling him/her, or sending him/her the letter which is in this packet.
- **WARNING:** Do **not** do this if you are the victim of domestic violence or believe the other party will hurt you, take your money, or take your children. If you have questions about whether you should use this method, you should see a lawyer for help.
- The other party **cannot** sign the “**Acceptance of Service**” until **after** you have filed the court papers.

#### STEP 2: IF THE OTHER PARTY AGREES TO ACCEPT SERVICE, YOU HAVE 3 OPTIONS:

**A. GO:** You and the other party can go to the filing counter at the courthouse where you filed the court papers. Bring the original “**Acceptance of Service**,” plus two copies (one for you and one for the other party). The other party must now sign the original “**Acceptance of Service**” in front of the Clerk at the filing counter. The Clerk will notarize the other person's signature for FREE. The other party must have a valid picture I.D. with him/her for the Notary Public to sign the “**Acceptance of Service**.”

OR

**B. MEET:** Arrange with the other party, a place and time to meet before a Notary Public. Bring the original “**Acceptance of Service**” plus two copies (one for you and one for the other party). You should also bring the court papers with you in case the other party or the Notary Public want to see the court papers. The other party must have a valid picture I.D. with him/her for the Notary Public to sign the “**Acceptance of Service**.” There is usually a small cost to use a Notary Public.

OR

**C. MAIL:** Mail a copy of the court papers to the other party with the original “**Acceptance of Service**.” Ask the other party to sign the “**Acceptance of Service**” and tell the other party **why** you have asked him or her to sign the “**Acceptance of Service**.” You may use the form letter in this packet to tell the other party why you have asked him or her to sign the “**Acceptance of Service**.”

AND

**SIGN:** The other party must sign the Original “**Acceptance of Service**” and write in the date he/she signed the “**Acceptance of Service**.” The other party must sign the Original “**Acceptance of Service**” in front of a Notary Public. The other party must have a valid picture I.D. with him/her for the Notary Public to sign the “**Acceptance of Service**.” There is usually a small cost to use a Notary Public. The other party should then send you the signed and notarized Original “**Acceptance of Service**.” You should write the date the other party signed the “**Acceptance of Service**” on your copy.



**NOTE:** If the other party does not send back the ***“Acceptance of Service,”*** ask him/her again to send it back. If other party still does not send it back, then you have to serve the other party by one of the other service methods.

**STEP 3: FILE THE SIGNED AND NOTARIZED “ACCEPTANCE OF SERVICE” AT THE COURT:**

- **GO** to the Clerk at the court where you filed the court papers and file the original ***“Acceptance of Service”*** signed by the other party and notarized.
- **GIVE** the Clerk the ORIGINALS:
  1. ***“SUMMONS,”*** if you had one
  2. ***“ACCEPTANCE OF SERVICE”*** signed by the other party in front of a notary public

**STEP 4: COUNT:** Count the days from the date the other party signed the ***“Acceptance of Service.”*** If the other party received the ***“Acceptance of Service”*** in the State of Arizona and does not file a Response or Answer within **20** days from the date he or she signed the ***“Acceptance of Service,”*** or if the other party received the ***“Acceptance of Service”*** *outside* the State of Arizona and does not file a Response or Answer within 30 days from the date he or she signed the ***“Acceptance of Service,”*** see Packet #3 regarding Default.

**DO NOT BRING CHILDREN TO COURT.**

\_\_\_\_\_  
(YOUR NAME)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY/STATE/ZIP)

\_\_\_\_\_  
(TELEPHONE NUMBER)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(OTHER PARTY'S NAME)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY/STATE/ZIP)

**Re: Acceptance of Court Papers**

Dear \_\_\_\_\_  
(Other Party's Name)

I have filed court papers for (state title of petition or complaint here)\_\_\_\_\_.

Enclosed is a copy of the following court papers for you: (list the names of all of the court papers here)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

I have also enclosed an **"Acceptance of Service"** form. Sign this form in front of a Notary Public and return it to me in the self-addressed stamped envelope. This does not affect your right to object to or to disagree with the request that has been filed. If you choose to not sign the **"Acceptance,"** **you may be charged for any extra costs required to serve the papers by other means** (Arizona Rules of Civil Procedure 4.1(c)). Signing the **"Acceptance"** will save you the cost of hiring a process server or the sheriff to serve the papers.

If you choose to sign the **"Acceptance of Service,"** you still have the right to disagree with the request I have filed. If you sign the **"Acceptance of Service,"** and you want to file a written Response or Answer with the court, you must file your Response or Answer within **20** days of signing the **"Acceptance of Service"** if you sign in the State of Arizona, or within **30** days of signing if you sign outside the State of Arizona, (If you received a Paternity Complaint, you can give a verbal response in front of the judge.)

Sincerely,

\_\_\_\_\_  
(YOUR SIGNATURE)

Enclosures

Name of Person Filing Paper: \_\_\_\_\_  
 Your Address: \_\_\_\_\_  
 Your City, State, Zip Code: \_\_\_\_\_  
 Your Telephone Number: \_\_\_\_\_  
 ATLAS Number (if applicable): \_\_\_\_\_  
 Representing ☐ Self (Without a Lawyer) OR  
 Attorney for ☐ Petitioner OR ☐ Respondent  
 Arizona State Bar Number: \_\_\_\_\_

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
 (Name of Petitioner/Plaintiff)

Case No: \_\_\_\_\_

### ACCEPTANCE OF SERVICE

\_\_\_\_\_  
 (Name of Respondent/Defendant)

### THE PERSON WHO SIGNED BELOW MAKES THESE STATEMENTS UNDER OATH:

1. **COURT PAPERS:** I acknowledge that I have voluntarily accepted a copy of the following legal papers. (Check the boxes that apply under your type of case. If your case is not one of the cases described below, list the documents you received from the other party under the "other" category. You must receive **all** of the documents listed under your type of case before the case can proceed. Do **not** check the box unless you received the document.)

#### **DIVORCE WITH CHILDREN OR ANNULMENT**

- ☐ Petition  
☐ Summons  
☐ Preliminary Injunction  
☐ Health Insurance Notice  
☐ Parent Information Program Notice  
☐ Affidavit of Minor Children  
 (This document may be included in the Petition)  
☐ Notice to Creditors  
☐ Child Support Information Form

#### **DIVORCE WITHOUT CHILDREN OR ANNULMENT**

- ☐ Petition  
☐ Summons  
☐ Preliminary Injunction  
☐ Health Insurance Notice  
☐ Notice to Creditors

#### **PATERNITY**

- ☐ Complaint  
☐ Summons  
☐ Parent Information Program Notice  
☐ Affidavit of Minor Children  
 (This document may be included in the Petition)

#### **LEGAL SEPARATION WITH CHILDREN**

- ☐ Petition  
☐ Summons  
☐ Preliminary Injunction  
☐ Parent Information Program (PIP) Notice  
☐ Affidavit of Minor Children (This information may be included within the Petition)  
☐ Notice to Creditors  
☐ Child Support Information Form

#### **LEGAL SEPARATION WITHOUT CHILDREN**

- ☐ Petition  
☐ Summons  
☐ Preliminary Injunction  
☐ Notice to Creditors

#### **TEMPORARY ORDERS**

- ☐ Petition  
☐ Summons / Order to Appear  
 Family Court Department Notices about: ☐ Returns/Conferences  
☐ Temporary Orders  
☐ Affidavit of Financial Information  
☐ Parents Worksheet on Child Support

#### **MODIFY CHILD SUPPORT 15% OR MORE (Simplified Mod.)**

- ☐ Request to Modify (Change) Child Support 15% or more  
☐ Parent's Worksheet for Child Support  
☐ Request for Hearing / Notice of Hearing

#### **MODIFY CUSTODY &/OR PARENTING TIME (Visitation) AND SUPPORT**

- ☐ Petition  
☐ Order to Appear  
☐ Parents Worksheet for Child Support  
☐ Affidavit of Minor Children  
 (If Applicable)

**STOP or MODIFY (Change) ORDER OF ASSIGNMENT-**

- ☐ Request to Stop Order of Assignment, **OR**  
☐ Request to Modify Order of Assignment

**OTHER TYPE CASE**(List documents below)

_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2. ACCEPT AND WAIVE FORMAL SERVICE.** I waive formal service of process (service by a process server or sheriff), and understand by accepting these papers, it is the same as if I were personally served under Arizona Law [Rules 4, 4.1, 4.2, Arizona Rules of Civil Procedure].
- 3. DUTY TO ACCEPT SERVICE OR PAY COSTS REQUIRED TO EFFECT SERVICE.** The Arizona Rules of Civil Procedure impose a duty to avoid unnecessary costs of service. I understand that if I fail to voluntarily accept service, I may be required to pay any extra costs required to serve the papers by other means [Rule 4.1(c), Arizona Rules of Civil Procedure].
- 4. RESPONSE DEADLINE.** I am aware that by accepting service of these court papers and signing this paper, my right or obligation to file a written Response or Answer to this action is not affected. I understand that if I do not agree with any relief asked for in the Petition, I must Respond or Answer within **20** days from the day I signed the original of this Acceptance of Service, if I accepted service in Arizona, or **30** days from the day I signed the original of this Acceptance of Service, if I received the papers somewhere other than Arizona.
- 5. DEFAULT JUDGMENT, ORDER OR DECREE.** I understand that if I do not appear and defend in this action in court, within the time allowed by law, that I may lose my right to be heard in this case. I understand that failure to Respond or Answer could result in the court giving the other party any and all things requested in his or her legal papers, through a Default Judgment, Order or Decree.
- 6. DIVORCE CASES ONLY. RESTORE NAME.** (Complete this part **only** if you want to restore your name to what it was **before** the marriage.) I took the name of my spouse at the time of marriage and I want to restore my name to the name I used before the marriage.

That name is: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Accepting Service

Street Address: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code:

Telephone Number: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## SELF SERVICE CENTER

### HOW TO SERVE COURT PAPERS BY REGISTERED PROCESS SERVER

#### STEP 1: FIND.

You must hire a Registered Process Server. To find a Registered Process Service look in the Yellow Pages under "Process Servers."

**Notice:** There is a filing fee for all Petitions or Complaints, and Responses or Answers, and there are Service Fees. You may request a Waiver or Deferral of the filing fees (and the Sheriff's Service Fees, if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court.

#### STEP 2: GO.

Go to the Registered Process Server's office. **TAKE** with you the following things:

- Original **"Summons"** (if your case has a summons)
- Other party's set of copies of the court papers.
- A picture or a written physical description of the other party.
- A written description of the automobile that the other party drives.
- The address where the other party can be served.
- The amount you need to pay for this service. (You can call ahead of time to ask the Process Server what type of payment they require.)

#### STEP 3: WAIT.

The Process Server will mail you a copy of the **"Affidavit of Service"** after he/she serves the other party with the papers. **IMPORTANT: If the Process Server does not file an "Affidavit of Service" with the Clerk of the Court, you must get the "Affidavit of Service" from the Process Server and file it.**

#### STEP 4: COUNT.

Look at the **"Affidavit of Service"** to find out the date the other party was served with the court papers and start counting the days for the other party to file a Response or Answer. When counting the days, start counting with the day **after** the other party was served the papers.

**DO NOT BRING CHILDREN TO COURT.**

## SELF SERVICE CENTER

### PROCEDURES: HOW TO SERVE COURT PAPERS BY SHERIFF

#### STEP 1: GO.

Contact the Sheriff's Office in the county where the other party lives. Bring your court papers with you, **or** send a copy of the court papers to the Sheriff's Office if the other party does **not** live in the same county as you do. The Sheriff's Office in Maricopa County is located at:

Maricopa County Sheriff's Office, Civil Unit  
201 West Jefferson Street, 1<sup>st</sup> Floor  
Central Court Building  
Phoenix, Arizona 85003  
(602) 256-1834

**Notice:** There is a filing fee for all Petitions, Complaints, Answers and Responses and there are service fees. You may request a waiver or deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office in Maricopa County for service) at the time you file your papers with the Clerk of the Court.

#### STEP 2: WRITE.

Fill out the attached sheet for identifying the other party and bring:

- Other party's set of copies of the court papers.
- A picture or written physical description of the other party.
- A written description of the automobile the other party drives.
- The address where other party can be served.
- **"Certified Order Waiving/Deferring Fees,"** or a \$200.00 deposit fee - cash/money order.

#### STEP 3: WAIT.

The Sheriff may mail you a copy of the **"Affidavit of Service"** after the other party is served with the papers, **or** the Sheriff may file these papers instead of sending them back to you.

#### STEP 4: COUNT:

Read the **"Affidavit of Service"** to find out the date the other party was served with the court papers and start counting the days the other party has to file a Response or Answer. (When counting the days, start counting with the day **after** the other party was served with the court papers.)

**DO NOT BRING CHILDREN TO COURT.**

\_\_\_\_\_  
(YOUR NAME)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY/STATE/ZIP)  
\_\_\_\_\_  
(TELEPHONE NUMBER)  
\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(COUNTY) County Sheriff  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY/STATE/ZIP)

REGARDING: (NAME OF PERSON TO BE SERVED) \_\_\_\_\_  
COURT CASE NUMBER: \_\_\_\_\_

I enclose a copy of the following documents: (LIST ALL DOCUMENTS YOU WANT TO BE SERVED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please serve these papers on the other party. His or her current address and physical description are:

\_\_\_\_\_  
(OTHER PARTY'S NAME)  
\_\_\_\_\_  
(HOME ADDRESS)  
\_\_\_\_\_  
(HOME CITY/STATE/ZIP)

\_\_\_\_\_  
(WORK ADDRESS)  
\_\_\_\_\_  
(WORK CITY/STATE, ZIP)

SEX	RACE	BIRTH	HGT.	WGT.	EYES	HAIR	SSN

Please return a notarized **"Affidavit of Service"** to my address at your earliest convenience. The court requires that each document served be named in the **"Affidavit of Service."**

- ☐ I also enclose a deposit of \$200. I understand there is a \$16.00 service fee, a travel fee of \$2.40 per mile (one way), for each attempt at service, and a \$8.00 notary fee. I understand that the difference between my deposit and the fees accrued for service will be billed, or returned, to me. **OR,**
- ☐ I also enclose a certified copy of the **"Order for Waiver/Deferral of Fees for Service of Process."**

Thank you for your cooperation in this matter.

\_\_\_\_\_  
(YOUR SIGNATURE)

Enclosures